

CHILD SEXUAL ABUSE AND EXPLOITATION PREVENTION BOARD

PROTOCOL AND GUIDELINES FOR FUNDING OF  
STATEWIDE PUBLIC EDUCATION AND AWARENESS CAMPAIGN

**A. PURPOSE:**

1. KRS 15.935 provides that the Child Sexual Abuse and Exploitation Prevention Board (CSAEP Board) may fund a statewide public education and awareness campaign on child sexual abuse, making use of electronic and print media to inform the public about the nature of child sexual abuse, legal reporting requirements, victim rights, legal remedies, agency services, and prevention strategies.
2. The purpose of this Protocol is to provide guidelines for funding of proposals from agencies seeking to contract with the CSAEP Board to develop and implement a statewide public education and awareness campaign as provided for in KRS 15.935 and to define the roles and responsibilities of the parties and guide and direct their working relationship and participation in this program.

**B. APPLICATION AND MINIMUM REQUIREMENTS:**

1. The proposed program must be statewide in scope.
2. The primary purpose of the proposed program must be public education and awareness and related to child sexual abuse and exploitation.
3. The applicant must be a nonprofit or governmental agency.
4. Proposals for funding to the CSAEP Board require a statement of the problem/need for the particular program, a project narrative/description and activities, goals and objectives, methods of program evaluation, timeline and a detailed budget and budget narrative. The budget must be filed on forms approved and provided by the Board and must be in compliance with all laws and state government regulations related to the expenditure of state funds.
5. An approved applicant may have one opportunity to request additional funds from the board during each fiscal year. Any request for additional funding shall include a detailed statement of the previously unidentified need and shall include a budget narrative and documentation of the expected expenses.
6. Applications for new or continuation funding may be submitted at any time. Funding for Fiscal Year 2014 - 2015 will be considered if received by the Office of the Attorney General's Office of Victims Advocacy no later than **4:30 Eastern Time on March 28, 2014**. Applications postmarked after this date will not be considered.
7. The budget forms may be obtained by contacting the Office of Victims Advocacy at (502)696-5312 or by emailing CVTF@ag.ky.gov.

**C. ROLES AND RESPONSIBILITIES:**

1. The CSAEP Board will provide funds in an agreed upon amount for development and implementation of an approved program.

2. The funded agency will develop and implement the program.
3. The CSAEP Board will provide input and guidance on the development and implementation of the program. Funding recipients should expect that more consultation with and oversight from the Board will be required than is the norm in the traditional grant process.
4. The funded agency will:
  - a. Serve as the fiscal and administrative agent for the program.
  - b. File quarterly programmatic and financial reports with the CSAEP Board on forms provided by the Board. Reports will be due on the 15<sup>th</sup> day of the month following the close of the quarter.
  - c. Maintain appropriate documentation of expenditures and staff time related to or funded by this agreement.
  - d. Ensure that expenditure of funds is consistent with the budget approved except that up to 10% of funds may be reallocated to other approved budget items. All other modifications must be requested in advance.
  - e. Maintain documentation to demonstrate achievement of program objectives.
  - f. Ensure that AOC background checks (no older than two years) are completed on each person with access to or participating in the administration of this program before initiation of the program. Any background check returned with anything other than minor traffic offenses shall be reported to the Chair of the CSAEP Board for further review.
  - g. Comply with all state regulations, policies, guidelines and requirements related to the use, application and acceptance, and reporting of state funds for this state-assisted program and provide full access to agency documentation, records and other pertinent information as deemed necessary by the CSAEP Board or its staff, the Finance and Administration Cabinet, the Auditor of Public Accounts, or the Legislative Research Commission, as required by KRS 61.878(1)(c), for monitoring purposes.
  - h. Include the Child Victims' Trust Fund logo on any products or materials developed or used in this project. Written materials shall include the following statement: "This publication/program is funded in part by the Child Victims' Trust Fund."
  - i. Not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and provide, upon request, reasonable accommodation necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities, and
  - j. Upon request, provide the CSAEP Board copies of any materials and products developed for and/or used in the implementation of this project.

#### **D. DURATION OF AGREEMENT**

1. Agreements will typically be effective for one year beginning on July 1 and ending on June 30.
2. Agencies needing/requesting time beyond June 30 to complete the project must receive approval from the CSAEP Board and execute a new written agreement.